

# 美中友好志愿者办公室 聘 暑期培训工作人员

United States--China Friendship Volunteers

## Positions Available

### 短期全职工作

美中友好志愿者办公室因2015年暑期培训需要，拟聘请培训点经理和驾驶员两个职位6名短期全职工作人员。工作地点：成都。

To apply, qualified persons must send a cover letter in English describing their qualifications for the position. They must also send a resume (curriculum vitae) in English (for driver's position a resume could be in Chinese) with education background, work history and salary history. The candidate must commit to the entire contracted period.

A brief position summary for each position is included. Job description is subject to change and salary will be commensurate with skills and experience. Good benefits and training will be provided.

### Application materials should be sent

- by post to: U.S.--China Friendship Volunteers, Sichuan University, BOX 278, Wang Jiang Road No. 29, Chengdu, Sichuan, 610064.
- Or, email to: [homestay@cn.peacecorps.gov](mailto:homestay@cn.peacecorps.gov).

The deadline for receiving applications is **May 10, 2015**. Only the applicants selected for interview will be contacted.

请务必在申请信中注明所申请职位。请在**5月10日前将申请信和简历送至一下地址（任选其一）**：

电子邮箱：[homestay@cn.peacecorps.gov](mailto:homestay@cn.peacecorps.gov)

邮寄：美中友好志愿者办公室，四川大学 278 信箱，望江路 29 号。邮编 610064  
谢绝来访。我们将与初选合格者联系面试事宜。

## **1. Site Manager 培训点经理**

**(4 名, Mid June, July1 to August 23, 2015)**

### **主要职责：Duties**

**The Site Manager is responsible and accountable for the**

- Being assigned to one training site community where s/he may live during the PST and is the lead homestay program monitor to a group of more than 20 Trainees.
- Management of all administrative and logistical tasks associated with PST at the assigned training site.

- Providing feedback to both host families and Trainees on adaptation strategies for living with a host family
- Contributing and participating in the trainee assessment process.
- Monitoring Trainee interaction with host family, PST staff, other Trainees and local people.
- Working with other training staff, and training site agencies in the delivery of all training activities.

### **Qualifications**

- Chinese citizen
- Good command of English.
- A bachelor's degree or higher.
- Good communication and organizational skills;
- At least two years' experience in the duties and responsibilities described above.
- Experience working with Americans or other foreigners.
- Good understanding of national cultural values and the ability to act as a resource person.
- An ability to work with a diverse group of Trainees and trainers in an effective and harmonious manner.
- An ability to work within a strict time frame (i.e. punctuality).
- A tolerance for ambiguity and an ability to adapt and change when necessary.

## **2. 驾驶员**

(2名工作时间为2015年6月中至8月底)

### **主要职责**

- 为岗前培训工作人员提供驾驶服务;
- 装卸及运送货物;
- 记录车辆行驶里程和油耗;
- 为会议提供后勤支持等。

### **任职要求:**

- 持有效驾照;
- 能安全驾驶和平队的各种车辆;
- 驾驶中能保障乘客安全;
- 有良好的驾驶习惯;
- 遵守并执行和平队有关车辆使用的规章制度;
- 愿意根据工作需要灵活调整/延长工作时间(含节假日)。

Deadline for receiving applications: <b>May10, 2015.</b>
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